

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC MEMORANDUM
NO. 25-4

18 October 2000

Information Management

USE OF HQAMC-ALL-PERSONNEL ELECTRONIC MAIL LIST
AND HQ AMC BULLETIN BOARD

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1. **Purpose.** This memorandum prescribes policies, responsibilities, and procedures governing the proper utilization of e-mail to convey notices and messages. This memorandum establishes a new policy concerning the use of HQAMC-All-Personnel e-mail group. In support of this guidance, a new Headquarters, U.S. Army Materiel Command (HQ AMC) Bulletin Board (BB) has been established.

2. **Scope.** This memorandum applies to all activities and separate staff offices of HQ AMC and tenant activities that utilize the electronic mail (e-mail) system and/or its public name and address book (PAB).

3. **General.** Use of HQAMC-All-Personnel e-mail group for e-mail communications that are in support of HQ AMC business mission and functions shall be restricted to Deputy Chief of Staff (DCS) or Separate Reporting Office (SRO) principals, their deputies and secretaries and administrative officers and other

designated individuals. The use of the HQAMC-All-Personnel e-mail group for e-mail communications that are not in direct support of HQ AMC business mission and functions is prohibited unless authorized by the DCS/SRO principal or his or her designee. Such communications may be forwarded to the DCS or SRO designated HQAMC-All-Personnel/BB point of contact (POC) for further distribution. If appropriate for distribution, the usual and preferred method will be by posting to the HQ AMC BB. It will not be distributed using the HQAMC-All-Personnel address unless approved by the DCS/SRO principal or his or her designee.

4. Responsibilities of the proponent. The proponent of the BB is Mr. Gary Metz, Chief Applications Development Team, Information Management Division. The proponent is responsible for:

a. Policies associated with the use of both the HQAMC-All-Personnel e-mail list/group and the BB.

b. Functional and technical management of the BB.

5. Responsibilities of the BB POC. Employees desiring to send e-mail in direct support of HQ AMC business mission and functions will forward their proposed communication to the DCS/SRO BB POC. If appropriate, use the HQAMC-All-Personnel list/group adding the originator's name and phone number immediately following the subject as follows:

Subj: This is an example subject
Author: John Doe, 617-1234
<Message body>

a. The BB POC will use this policy as guidance to create a document in the BB if e-mailing to HQAMC-All-Personnel is not appropriate. The document can be cut and pasted from the e-mail forwarded to them.

b. The BB POC will assign an appropriate duration (1, 5, 15, 30, 90, 180 or 365 days) for the document, which is a required field in the document. This duration should be in agreement with the author, but consistent with the nature of the message.

6. Explanation of policies for the use of HQAMC-All-Personnel e-mail group. Effective communications in support of business mission and functions include the use of e-mail to large groups of personnel at HQ AMC and at external AMC installations.

However, experience has shown that there are many e-mail communications using the HQAMC-All-Personnel group which would be more appropriately posted to an electronic bulletin board. Appropriate use of the bulletin board can significantly reduce the number of non-business related notices sent to our users who should not be receiving these notices especially when they are on TDY. With this in mind, the following policy is hereby immediately in effect:

All notices that are not in direct support of AMC business mission and functions shall be forwarded to your designated BB POC for inclusion in the BB. Such notices include:

- a. Army Recreation Services and Morale, Welfare and Recreation (MWR) announcements.
- b. Retirement and reassignment luncheons and festivities.
- c. Employee events.
- d. Death notices.
- e. Employee thank-you notes.
- f. Lost and found. There is a Lost and Found box located at the guard desk in the lobby, which should be used in-lieu-of notification via HQAMC-ALL-PERSONNEL.
- g. Car-pool information.
- h. Notices of events sponsored by professional, scientific and technical organizations or private organizations composed primarily of AMC employees and their family members.

7. Requirements for item submission to the HQ AMC Bulletin Board.

- a. Only active duty military and civilian personnel assigned (or attached) to HQ AMC may submit items for publication on the HQ AMC Bulletin Board. E-mail all proposed submissions to your designated BB POC for approval and inclusion in the HQ AMC BB database. Prepare items in clear, plain (simplified) language and direct style, keeping the intended audience in mind. The items should fit within one or at most two screens and may contain graphics. The graphics used should be kept as plain as possible while still conveying the message desired. See appendix A as an example.

b. If the BB POC is uncertain whether an item is appropriate for posting to the HQ AMC Bulletin Board, the POC should coordinate the matter with the DOIM proponent, Mr. Gary Metz at 617-9693 or the HQ AMC Ethics Counselor, Mr. Mike Wentink, at 617-8003, as appropriate.

8. **Prohibited items.** a. Advertising the sale of personal property or services.

b. Advertising the sale or rental of land, homes, apartments or condominiums.

c. Advertising the sale or giveaway of animals, farm products, or anything else.

d. Commercial advertisements.

e. Fundraising or membership drive notices.

f. Anything that implies Department of Defense (DOD), Army or AMC endorses or favors a particular association, company, or other entity, or a specific commercial product, commodity, service or enterprise.

g. Anything that would otherwise reflect unfavorably on DOD, the Army or AMC.

9. **Exceptions.** a. The e-mail group does not extend beyond the DCS or SRO (each office should manage the use of its own e-mail group(s)).

b. The designated BB POC agrees that there is an emergency. Automobile headlights or other similar parking lot incident is **not** an emergency and may be rectified by the observer recording the PMI tag number and name of tag owner so that a phone call maybe placed by the observer directly to the tag owner. E-mail to HQAMC-ALL-PERSONNEL is inappropriate for headlights left-on notification. The BB POC will use his/her discretion in determining bona-fide emergencies and the use/non-use of e-mail for this purpose.

c. The designated BB POC agrees that it is essential for an e-mail to be sent to each employee in the e-mail group.

d. The designated BB POC ensures that all of the messages being sent only contain text and no imbedded graphics or attached files.

10. **Point of contact.** The point of contact for this memorandum is Mr. Gary Metz, 617-9693.

The proponent of this regulation is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCPE-P, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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APPENDIX A

EXAMPLE OF ITEM SUBMISSION TO THE
AMC BULLETIN BOARD

**Come let us Celebrate the retirement of
John Doe**

